



Grays Harbor PUD

Public Records Officer • 2720 Sumner Avenue, Aberdeen, WA 98520
 Phone (360)532-4220 • 1-800-562-7726 • website: www.ghpud.org

REQUEST FOR DISCLOSURE OF PUBLIC RECORDS

INSTRUCTIONS:

Requestor completes Section B and returns to the Public Records Officer at address listed above.

Public Records Officer completes Section A and routes to appropriate department.

Public Records Officer or designee completes Section C and D.

SECTION A: FOR PUD USE ONLY	
Date	
Request Number	
Department	
Request Received By:	

This completed form is an open public document and may be released to any requestor.

SECTION B: Requestor/Records Request Information

Requestor Name:		Phone Number:		Email Address:	
Address:		City:		State: Zip:	
I wish to <input type="checkbox"/> inspect <input type="checkbox"/> receive a copy of the following specific records(s)				Request Made: <input type="checkbox"/> in Person <input type="checkbox"/> by Phone <input type="checkbox"/> by fax <input type="checkbox"/> by mail <input type="checkbox"/> by email Attach request if applicable	
If this request is for a list of individuals, is the list to be used for commercial purposes? <input type="checkbox"/> Yes <input type="checkbox"/> No				Per RCW 42.56.070(9), requests for list of individuals for commercial purposes are exempt from disclosure. "Commercial purpose" includes a business activity by any form of business enterprise intended to generate revenue or financial benefit.	
What is the intended purpose of the request?					
If record(s) concern individuals(s) other than requestor, please state name(s):					
Signature of Requestor				Date of Request	

SECTION C: Grays Harbor PUD Response

- ALLOW ACCESS Charge is \$.15 for each black and white photocopy.
- WE DO NOT HAVE THE RECORD(S)
- DENY ACCESS The records you have requested are legally exempt from public disclosure by the following authority:

SECTION D: Requestor Notification

Person contacted:		Date:	Time:
<input type="checkbox"/> by mail	<input type="checkbox"/> by phone	I made the District's final response as stated. Signature:	
<input type="checkbox"/> in person	<input type="checkbox"/> by email		